

# Gallatin City-County Health Department

Environmental Health Services 215 W. Mendenhall, Rm 108 Bozeman, MT 59715-3478 406-582-3120 ● Fax: 406-582-3128

### FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

NEW	REMODEL	(existing food service Y / N)	
Name of Establishment			
Location			
City	Telephone Number of E	stablishment	
Name of Owner			
Mailing Address			
City	State	Zip	
Applicant's Name			
Contact Number	E	-Mail Address	
I have submitted plans/app	olications to the following authorities	s on the following dates:	
Plur	mbing	Electric	
	nning / Zoning (county or city)	Building*	
Fire		Other	
		ion Completion Date	
prior permission from	the Gallatin City-County Health I	that any deviation from the above with Department may nullify final approval	•
Signature(s)	representative(s) (WHO CAN SIG	Date:	_
•			
	representative(s) (WHO CAN SIG	rIN)	
	•	51N)	
Approval of these plans indicate compliance with local. It further does not equipment and operational will be	s and specifications by the Gallatin th any other code, law or regulation ot constitute endorsement or accept.  A pre-opening inspection of the enecessary to determine if it comp	·	es not te, or
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#### FOOD ESTABLISHMENT PLAN REVIEW PACKET

The purpose of a food establishment plan review packet is to give Environmental Health Services (EHS) the opportunity to review the plans, prior to construction or remodel, to make sure that the proposed plans are in compliance with state and local regulations and reduce the number of foodborne illnesses due to poor facility design.

#### **Plan Review Packet**

See Gallatin City-County Health Code Chapter 2, Section 2-11 (effective August 23, 2003).

#### **Inspections**

The plan review fee includes <u>one</u> pre-operational facility inspections. In order to pass the pre-operational inspection, the facility must meet the minimum requirements of the Administrative Rules of Montana (ARM) Title 16, Chapter 10, subchapter 2 and the Gallatin City-County Health Code, Chapter 2.

• If the establishment requires more than one pre-operational facility inspections to meet the minimum requirements and be approved to open, the additional inspection(s) is charged a fee (see Fee Schedule).

#### **Site Visit**

A site visit may be provided at the applicants request and is used to resolve any issues that cannot be resolved via plans or correspondence and that may benefit from an on-site evaluation, e.g. the need for or the placement of additional hand washing sinks (see Fee Schedule).

#### **Food Establishment License**

Once the establishment meets the minimum requirements and is approved to open, a Montana Department of Public Health and Human Services Food Establishment License Application must be completed. Please make check payable to MDPHHS for the applicable fee (contact GCCHD).

#### **Building Permits**

A building permit may be required for your project. Please contact the appropriate building department for your location. Please be advised, a certificate of occupancy or building and fire department sign-off will be required by the Gallatin City-County Health Department before a Food Purveyor's License will be approved.

**City Building Departments** 

Town	Area Covered	Telephone #
Bozeman	w/i 3 mile of City Limits	582-2375
Belgrade	City Limits	388-4994
Three Forks	City Limits*	285-3431
West Yellowstone	w/i 1 mile of City Limits	646-7609

<sup>\*</sup>Area covered may be extended

All other areas including Manhattan, Four Corners, Big Sky, Logan and all rural areas outside of the areas specified in the above table, are inspected by the state. Contact the State Department of Commerce, Building Codes Bureau, (406) 841-2009.

### HEALTH CODE CHAPTER 2 ADOPTED BY BOARD OF HEALTH 05/23/2009 FEE SCHEDULE

Base Rate for Services	\$60.00 per hour
Education Course (4 hour)	\$20.00 per individual
PLAN REVIEW	
Individual Establishment	
Up to 750 sq. ft or Mobile Unit	\$200.00
751 sq. ft to 2,500 sq. ft	\$400.00
> 2,500 sq. ft	\$600.00
Multi-Department Establishment	
Base Fee	\$600.00
Up to 750 sq. ft or Mobile Unit	
751 sq. ft to 2,500 sq. ft	
> 2,500 sq. ft	
/ 2,500 sq. 1t	Ψ000.00
Caterer	\$200.00
Food Producer	•
	·
Small Food Producer	\$200.00
(e.g. baker, candies, jellies, jams)	
Re-Packaging Establishment	\$200.00
(e.g. teas, spices)	Ψ200.00
(e.g. teas, spices)	
Resubmittal Fee	\$100.00
Resubilitiai Pee	\$100.00
Site Visit	\$120 00 + base rate for
based on 2 hour visit	each additional hour
oused on 2 nour visit	cach additional nour
Special Inspection	\$120.00+ base rate for
based on 2 hour visit	each additional hour
(e.g. ownership or endorsement change,	
use of licensed kitchen)	
use of ficensed kitchen)	

<sup>\*</sup> An example of a multi-department establishment is a grocery store. A department is defined as a self-contained area within the establishment. Each department (main sales floor, meat, bakery, deli, expresso cart, etc) is assessed a fee based on the square footage. The fee is calculated by adding the base fee and individual department fees.



# GUIDELINE FOR FOOD SERVICE PLAN REVIEW



To make the food service plan review process as easy as possible, complete the following checklist to assure that you have all of the necessary information. If you have any questions, please call the Gallatin City County Health Department (GCCHD) at 582-3120.

THIS IS A GUIDELINE TO THE BASIC REQUIREMENTS OF A FOOD SERVICE FACILITY. ACTUAL REQUIREMENTS ARE DETAILED IN THE ADMINSRATIVE RULES OF MONTANA FOOD SERVICE (ARM). YOU CAN OBTAIN A COPY OF THE FOOD CODE BY CONTACTING THE GCCHD OFFICE.

5	IT.	T	21	И	T	T	Т	ı r	Г	П	T!	7	R	•	N				7	X/	П	N	(	<u>'</u>	D	1	1	(	1	П	٦	1	R	N	J	Г	C	٦	X	П	T	Ŧ	I	1	Ţ	T	F	ı	וכ	١,,	Δ.	V	I	21	ויק	V	T	R	T	V	I		. (	וי	K	E	T	١.
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 _Proposed Menu (including seasonal, off-site and banquet menus)
 _Manufacturer Specification sheets for each piece of equipment shown on the plan
 _Site plan showing location of business in building; location of building on site including alleys,
streets; and location of any outside equipment (dumpsters, well, septic system - if applicable)
 _Plan drawn to scale of food establishment showing location of equipment, plumbing, electrical
services and mechanical ventilation
Equipment schedule

#### CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

- 1. Provide plans that are a minimum of  $11 \times 14$  inches in size including the layout of the floor plan accurately drawn to a minimum scale of 1/4 inch = 1 foot. This is to allow for ease in reading plans.
- 2. Include: proposed menu, seating capacity, and projected daily meal volume for food service operations.
- 3. Show the location and when requested, elevated drawings of all food equipment. Each piece of equipment must be clearly labeled on the plan with its common name. Submit drawings of self-service hot and cold holding units with sneeze guards.
- 4. Designate clearly on the plan equipment for adequate rapid cooling, including ice baths and refrigeration, and for hot-holding potentially hazardous foods.
- 5. Label and locate separate food preparation sinks when the menu dictates to preclude contamination and cross-contamination of raw and ready-to-eat foods.
- 6. Clearly designate adequate handwashing lavatories for each toilet fixture and in the immediate area of food preparation and dish washing areas.
- 7. Provide the room size, aisle space, space between and behind equipment and the placement of the equipment on the floor plan.
- 8. On the plan represent auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation. Show all features of these rooms as required by this guideline.

- 9. Include and provide specifications for:
  - a. Entrances, exits, loading/unloading areas and docks;
  - b. Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases;
  - c. Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead wastewater lines, hot water generating equipment with capacity and recovery rate, backflow prevention, and wastewater line connections;
  - d. Lighting schedule with protectors;
    - (1) At least 110 lux (10 foot candles) at a distance of 75 cm (30 inches) above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning;
    - (2) At least 220 lux (20 foot candles):
      - (i) At a surface where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption;
      - (ii) Inside equipment such as reach-in and under-counter refrigerators;
      - (iii) At a distance of 75 cm (30 inches) above the floor in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms; and
    - (3) At least 540 lux (50 foot candles) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.
  - e. Food Equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program (when applicable).
  - f. Source of water supply and method of sewage disposal. Provide the location of these facilities and submit evidence that state and local regulations are complied with.
  - g. A color coded flow chart demonstrating flow patterns for:
    - food (receiving, storage, preparation, service);
    - food and dishes (portioning, transport, service);
    - dishes (clean, soiled, cleaning, storage);
    - utensil (storage, use, cleaning);
    - trash and garbage (service area, holding, storage);
  - h. Ventilation schedule for each room;
  - i. A mop sink or curbed cleaning facility with facilities for hanging wet mops;
  - j. Garbage can washing area/facility;
  - k. Cabinets for storing toxic chemicals;
  - 1. Dressing rooms, locker areas, employee rest areas, and/or coat rack as required;

	Check
Category	Box
Restaurant	
Institution	
Retail Market	
Food Manufacturer	
Other	

Details	Provide information
Number of Seats	
Number of Outside Seats	
Number of Staff (maximum per shift)	
Total Square Feet of Facility	
Number of floors on which operations will be conducted	

Type of Service (check all that apply):	
Sit Down Meals	
Take Out	
Mobile Vendor	
Caterer	
Delivery Service	
Push Cart	
Semi Permanent	
Pre-Package Vendor	

			n Meals/Cu ved (appro	
	<b>Hours of Operation</b>	Breakfast	Lunch	Dinner
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Will your establishment be seasonal?	Y/N
If yes, provide the dates of operation.	

## A. Food Preparation

Check categories of  $\underline{Potentially\ Hazardous\ Foods\ (PHF's)}$  to be handled, prepared and served.

	CATEGORY	YES	NO
1.	Thin meats, poultry, fish, eggs (hamburger; sliced meats; fillets) etc.		
2.	Thick meats, whole poultry (roast beef; whole turkey, chickens, hams) etc.		
3.	Cold processed foods (salads, sandwiches, vegetables) etc.		
4.	Hot processed foods (soups, stews, rice/noodles, gravy, chowders, casseroles, cooked vegetables,) etc.		
5.	Bakery goods (pies, custards, cream fillings & toppings) etc.		
6.	Other		

# **B. Food Supplies** 1. Are all food supplies from inspected and approved sources? Y/N2. What are the projected frequencies of deliveries? Frozen foods Refrigerated foods \_\_\_\_\_ Dry goods 3. Provide information on the amount of space (in cubic feet) allocated for dry storage. 4. How will dry goods be stored off the floor? C. Cold Storage 1. Is adequate and approved freezer and refrigeration available to store frozen and refrigerated Y/Nfoods at 41°F (5°C) / 45°F (7°C) OR below? List the number and size of refrigeration units \_\_\_\_\_ List the number and size of freezer units \_\_\_\_\_ 2. Provide the method used to calculate cold storage requirements. 3. Will raw meats, poultry and seafood be stored in the same refrigerators and freezers with Y/Ncooked/ready-to-eat foods? If yes, how will cross-contamination are prevented?\_\_\_\_\_ 4. Does each refrigerator/freezer have a thermometer? Y/NLocate each thermometer in the warmest part of the unit. 5. Describe the <u>date marking system</u>\* that will be used for refrigerated, ready-to-eat, <u>PHF's</u>?

<sup>\*</sup> Refrigerated, ready-to-eat, potentially hazardous food prepared and held for more than 24 hours in a food establishment must be clearly marked at the time of preparation to indicate the "sell by" date, "best if used by" date, or the date by which the food must be consumed which is, including the date of preparation:

### D. Thawing Frozen Potentially Hazardous Food

Please indicate by checking the appropriate boxes how frozen PHF's in each category will be thawed. More than one method may apply. Also, indicate where thawing will take place.

THAWING METHOD	*THICK FROZEN FOODS	*THIN FROZEN FOODS	Location of Thawing
Refrigeration			
Running Water Less than 70°F (21°C)			
Microwave (as part of cooking process)			
Cooked from frozen state			
Other (describe).			

<sup>\*</sup>Frozen foods: thin = one inch or less, and thick = more than an inch. (approximate measurements)

### E. Cooking

1.	Will food product thermometers be used to measure final <u>cooking/reheating</u> temperatures of PHF's?	Y/N
	What type of temperature measuring device:	

Minimum cooking time and temperatures of product utilizing convection and conduction heating equipment:

ITEM	TEMPERATURE	TIME
Fish and meat	145°F (63°C)	15 seconds
Beef roasts	130°F (54°C)	121 minutes
Solid seafood pieces	145°F (63°C)	15 seconds
Eggs:		
Individually order for immediate service	145°F (63°C)	15 seconds
Pooled (pasteurized eggs must be served to a highly susceptible population) such as nursing homes, schools and day cares	155°F (68°C)	15 seconds
Bulk style on buffet or hot line	155°F (68°C)	15 seconds
Pork products	145°F (63°C)	3 minutes
Comminuted (ground) meats and fish	155°F (68°C)	15 seconds
Exotic game and injected meats	150°F (66°C)	1 minute
	155°F (68°C)	15 seconds
Poultry, wild game, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, stuffed ratites, or stuffing containing fish, meat, poultry, or ratites	165°F (74°C)	15 seconds
Fruits and Vegetables cooked for hot holding	135°F (57.2°C)	
Reheated PHF's	165°F (74°C)	15 seconds

2.	List types of cooking equipment.	

F.	Ho	ot/Cold Holding									
	1.	How will hot l size, and num					-	g holding for service? Indicate type,			
	2.							holding for service? Indicate type,			
	(13	55°F to 70°F in	2 hours an	d 70°F to	41°F in 4 h	nours). Al	so, indicate	ooled to 41°F (5°C) within 6 hours where the cooling will take place.			
		ooling lethod	Thick Meats	Thin Meats	Thin Soups/ Gravy	Thick Soups/ Gravy	Rice/ Noodles	<b>Location of Cooling Process</b>			
	Sł	nallow Pans			Gravy	Gravy					
	Ic	e Baths									
	R	educe Volume									
		Size									
	R	apid Chill									
	O	ther (describe)									
G.		food reach a to	emperature	of at least	165°F (74	4°C) for 15	seconds ar	ng be reheated so that all parts of the ad within 2 hours?			
		Indicate type,	size, and n	umber of ι	units used f	for reheati	ng foods				
Н.	Pr	eparation									
	1.	Please list cate	egories of f	oods prepa	ared more	than 12 ho	ours in adva	nce of service			
	2.	How will food	l employee	s be traine	d in good f	food sanita	ation practic	ees?			
				<u> </u>	-						

3. Will disposable gloves, utensils, and/or food grade paper be used to prevent handling of

Y/N

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ready-to-eat foods?

	ent, cutting boards, counter tops and other food contact surface ed in sinks or put through a dishwasher be sanitized?
Chemical Type:	Concentration:
Chemical test strips/kit pro	ovided:
	eady-to-eat foods such as tuna, mayonnaise and eggs for salads lled before being mixed and/or assembled?
If not, how will ready-to-e	at foods be cooled rapidly to 41°F?
. Describe the procedure use	ed for minimizing the length of time PHF's will be kept in the 41°F - 135°F) during preparation.

## I. Finishing Schedule

Applicant must indicate which materials (quarry tile, stainless steel, 4" plastic coved molding, etc.) will be used in the following areas.

	Floor	Coving	Walls	Ceiling
Kitchen				
Walk-in Refrigerators				
Walk-in Freezers				
Grill Line				
Prep Station				
Other				
Bar				
Beer Walk-In				
Storage Room				
Dining Room Wait Stations and Serving Area				
Serving Beverage Area				
Salad Bar				
Hot Buffet				
Other				
Food Storage				
Dry Goods				

	Floor	Coving	Walls	Ceiling
Other Storage				
Chemical/Toxic				
<b>Toilet Rooms</b>				
Dressing Rooms				
Garbage & Refuse				
Outside				
Inside				
Recycling				
Mop Service Basin				
Dishwashing Area				
Delivery/Receiving				

### J. Sinks

	YES	NO	NA
Handwashing			1
Is there a hand washing sink in each food preparation, bar and dish/utensil washing area?			
Do all hand washing sinks have a mixing valve or combination faucet?			
Is hot and cold running water under pressure available at each hand washing sink?			
Is hand soap available at all handwashing sinks?			
Are single service towels available at all handwashing sinks?  If no, Describe hand drying device			
Toilet Facilities			
Do all handwashing sinks have a mixing valve or combination faucet?			
Do self-closing metering faucets provide a flow of water for at least 15 seconds without the need to reactivate the faucet?			
Are hand drying facilities available at all handwashing sinks?			
Is hot and cold running water under pressure available at each hand washing sink?			
Are trash cans available in each restroom?			
Are all toilet room doors self-closing?			
Are all toilet rooms equipped with mechanical ventilation?			
Will a hand washing sign be posted at each employee restroom?			
Food Preparation Sinks			
Is a food preparation sink present in food prep area? Gallatin City-County Health Department may require a food preparation sink depending on menu.			
Please note, all produce must be thoroughly washed prior to service. How will all proprior to use?	roduce l	oe wasl	hed

Multi use sink			
Describe the procedure for cleaning and sanitizing multiple use sinks between uses		'	
	T		
Dishwashing Facilities			
Will a sink or a dishwasher be used for ware washing?DishwasherThree	compar	tment si	nk
Dishwasher			
Type of sanitization used:			
Heat / Hot water (indicate temp.) Chemical (type)			
Is a ventilation hood provided for hot water dishwasher?			
Do all dish machines have templates with operating instructions?			
Do all dish machines have temperature/pressure gauges as required.			
Three Compartment Sink			
Does the largest pot and pan fit into each compartment of the pot sink?  If no, what is the procedure for manual cleaning and sanitizing large pots?			
Are there drain boards installed on both ends of the pot sink?			
Describe how equipment, utensil, dishes will be air dried.			
What type of sanitizer is used? Chlorine Iodir	ne		
···	Water (1	F°)	
Are chemical test papers and/or kits available for checking sanitizer concentration?			
Service Sink			
Is a janitorial/mop sink present?			
Food Preparation or Ware washing sinks may not be used for wastewater disposal.			
Floor sink			
Are floor drains provided & easily cleanable?			
If yes, indicate location			
K. Plumbing Connections			

	Air Gap	Air Break	*Integral Trap	* P Trap	Vacuum Breaker	Condensate Pump
Dishwasher						
Garbage Grinder						
Ice Machines						
Ice Storage Bin						
Sinks						
a. Mop						
b. Janitor/service						
c. Hand wash						
d. 3 bay sink						
e. 2 bay						
f. 1 bay						

g. Water Station		
Steam Tables		
Dipper Wells		
Refrigeration Condensate/Drain Lines		
<b>Hose Connection</b>		
Beverage Dispenser with Carbonator		
Other:		
	E: All new construction and remoded to a MDEQ approved public wa	
operation must be connecte		1-44 C 41
Municipal (City)		or letter from the city office must b
Municipal (City) submitted as evid		YES / NO / PENDING
Municipal (City) submitted as evid Private Has wa Public * Provide	lence of service	

	YES	NO	NA
Ice			
Is ice made on premises? (provide ice machine specifications)			
Is ice purchased commercially?			
Will ice be packaged for retail sale?  If yes, provide location if icemaker or bagging operation.			
Approval for the labeling of ice will be required by the Food Processing & Labeling Section, Food and Consumer Safety Section, (406) 444-2408.			
How will the ice machine be cleaned?			1
Describe provision for ice scoop storage.			
Hot Water Tank			
The hot water generator must be sufficient for the needs of the establishment? What hot water generator? Include information regarding the units recovery rate. (prov			
Water Treatment Device			
Is there a water treatment device?			
If yes, how will the device be inspected and serviced?	I		l

#### M. Sewage Disposal

Sewage generated in a food service establishment must be disposed of in either a municipal sewage collection system, a public wastewater treatment system or a system constructed and operated in accordance with Title 75, chapter 6, Montana Code Annotated and Title 16, chapter 20, subchapter 4, Administrative Rules of Montana. Please indicate which type of system will be serving the establishment.

	· -	ment system: (NOTE: All new construction and ren nust be connected to a MDEQ approved wastewate		_	
	Municipal (C	ity)A utility bill or letter from		_	
	<u>be submitted</u>	as evidence of service			
	Private Local wastewater treatment permit #				
	Public* Describe				
	Ple	ease attach copy of written approval (state and/or local	permits	).	
	ent of Environmental Quality (	t systems are non-municipal systems, which have been reviewed MDEQ), serving 25 or more people 60 days out of the year. MD			
2.	Is a grease trap provided?	Required by state and city-county codes			Y/N
3.		eaning & maintenance of the grease trap.			
	ect and Rodent Cont		YES	NO	NA
	all outside doors be self-c				
	•	all entrances left open to the outside?			+
		a minimum of #16 mesh screening?			+
	nsect control devices iden res, provide details.	itified on the plan?			
and i	ntakes protected?	duit chases be sealed and ventilation systems exhaust			
	ea around building clear o orage?	of unnecessary brush, litter, boxes and other			
	air curtains be used?				
If y	res, where?				
O. Gai	rbage and Refuse				
			YES	NO	NA
Inside					
	l containers have lids?				
If y	es, where?				

Will refuse be stored inside?			
If yes, where?			
Is there are area decignated for garbage can outfloor met alconing?			
Is there an area designated for garbage can or floor mat cleaning?  If yes, where?			
if yes, where:			
Outside			
Will a dumpster be used?			
NumberSizeFrequency of pickup			
ContractorLocation			
Will a compactor be used?			
NumberSizeFrequency of pickup			
ContractorLocation			
Describe the location of grease storage receptacle.			
Recycling Areas			
Is there an area to store recycled containers?			
If yes, please describe location?			
Indicate what materials are to be recycled:	11 1		
Glass Metal Plastic Paper Care	dboard _		
Damaged Food Product Storage			
Is there an area designated for the storage of damaged food items?			
If yes, provide the location of the storage area for damaged goods.			
P. General			
	1	T .	
D	YES	NO	NA
Dressing Rooms			
Are dressing rooms provided?	41	.11	- )
Describe storage facilities for employees' personal belongings (i.e., purse, coats, boo	ots, umbre	enas, etc	C.)
Toxic Chemicals			
Are insecticides/rodenticides stored separately from cleaning & sanitizing agents?			
All insecticides/rodenticides must be approved for food service			
Describe the location of the storage area.			
Are all toxics for use on the premise or for retail sale (this includes personal			
medications), stored away from food preparation and storage areas?			
Are all toxics containers including sanitizing spray bottles clearly labeled?			
Linens			
Will linens be laundered on site?			
If yes, which linens will be laundered and where will they be laundered?			
If no, how will linens be cleaned?			
a no, no i i in mono de cromes.			

Is a laundry dryer available?		
Location of clean linen storage.		
Location of dirty linen storage.		
Food Containers		
Are all bulk containers used for storage of bulk food products approved for food		
service?		
Indicate the type of storage units used.		
Lighting		
Are all lights shielded in all food prep areas, utensil &equipment dishwashing, &		
storage areas? (Provide a lighting schedule with protectors, (shields) on the site		
plan.		

### Q. Ventilation

All exhaust ventilation must meet uniform mechanical and fire codes. Please attach copies of all documentation.

Please Note: in accordance with 37.110.213 paragraph 11, ARM, hoods must be installed at or above all deep fat fryers, broilers, fry grills, steam-jacketed kettles, hot-top ranges, ovens, barbecues, rotisseries, dishwashing machines, and similar equipment which produce comparable amounts of steam, smoke, grease, or heat.

Indicate all areas where exhaust hoods are to be installed	How is each listed ventilation hood system cleaned?
Canadast noods are to be instance	ventuation nood system electrica.

### R. Small Equipment List

Please specify the number, location, and types of each of the following:	Number	Location
Meat and other slicers		
Cutting boards		
Can openers		
Mixers		
Floor mats		